

**INTERNAL SERVICES GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
ARCHITECTURE AND ENGINEERING	262	634,174	-	634,174
FACILITIES MANAGEMENT:				
ADMINISTRATION	264	385,060	-	385,060
CUSTODIAL DIVISION	266	3,161,526	1,706,888	1,454,638
GROUNDS DIVISION	268	1,456,154	639,000	817,154
HOME REPAIR PROGRAM	270	-	-	-
MAINTENANCE DIVISION	272	7,107,828	3,300,000	3,807,828
UTILITIES	274	15,730,303	-	15,730,303
PURCHASING	282	1,112,209	10,000	1,102,209
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	290	2,142,465	1,547,050	595,415
RENTS AND LEASES	293	571,138	323,000	248,138
TOTAL GENERAL FUND		<u>32,300,857</u>	<u>7,525,938</u>	<u>24,774,919</u>
<u>SPECIAL REVENUE FUND</u>				
		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	294	3,922,290	862,498	3,059,792
<u>INTERNAL SERVICES FUNDS</u>				
		<u>Operating Expense</u>	<u>Revenue/ Financing Sources</u>	<u>Revenue Over (Under) Exp</u>
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	276	7,343,777	8,191,300	847,523
MOTOR POOL	279	8,415,009	11,265,463	2,850,454
PURCHASING:				
CENTRAL STORES	288	8,274,549	8,478,314	203,765
MAIL AND COURIER SERVICES	284	7,838,417	8,067,704	229,287
PRINTING SERVICES	286	2,603,355	2,766,547	163,192
TOTAL INTERNAL SERVICES FUNDS		<u>34,475,107</u>	<u>38,769,328</u>	<u>4,294,221</u>

OVERVIEW OF BUDGET

DEPARTMENT: ARCHITECTURE & ENGINEERING
DIRECTOR: G. DANIEL OJEDA
BUDGET UNIT: AAA ANE

I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction, and provides inspection and construction project management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	567,126	645,063	618,205	634,174
Total Revenue	13,464	5,000	10,462	-
Local Cost	553,662	640,063	607,743	634,174
Budgeted Staffing		25.0		23.0
<u>Workload Indicators</u>				
Construction Contracts Awarded	88	106	94	
Consultant Agreements	57	41	84	
Projects Managed				149
Inspections Performed				1,804
Construction Estimates Completed				120

New workload indicators were established to reflect a more concise measurement of functions performed.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET(see attachments for detailed changes)

STAFFING CHANGES

Changes in staffing reflect deletion of 2.0 vacant Building Construction Engineer II's that were slated for deletion during the budget process. In addition, there was a conversion of a Contract Chief Building Construction Engineer to a regular Building Construction Engineer III. The requested position will be in a lower salary range. This position will manage complex projects and assist in the supervision of lower level project management staff to effectively meet completion goals.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Architecture & Engineering			ACTIVITY: Property Management		
FUND: General AAA ANE					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,844,627	2,027,376	2,209,785	(132,294)	2,077,491
Services and Supplies	195,704	231,252	199,669	(4,496)	195,173
Central Computer	20,016	20,016	13,730	-	13,730
Transfers	840	9,500	9,338	2,594	11,932
Total Exp Authority	2,061,187	2,288,144	2,432,522	(134,196)	2,298,326
Reimbursements	(1,442,982)	(1,643,081)	(1,793,348)	129,196	(1,664,152)
Total Appropriation	618,205	645,063	639,174	(5,000)	634,174
<u>Revenue</u>					
State Aid	(251)	-	-	-	-
Current Services	10,763	5,000	5,000	(5,000)	-
Other Revenue	(50)	-	-	-	-
Total Revenue	10,462	5,000	5,000	(5,000)	-
Local Cost	607,743	640,063	634,174	-	634,174
Budgeted Staffing		25.0	25.0	(2.0)	23.0

ARCHITECTURE AND ENGINEERING

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	53,384	MOU.
	102,936	Retirement.
	26,089	Risk Management Workers' Comp.
	<u>182,409</u>	
Services and Supplies	(25,603)	4% Spend Down Plan.
	4,020	Risk Management Liabilities.
	(10,000)	30% Cost Reduction Plan.
	<u>(31,583)</u>	
Central Computer	<u>(6,286)</u>	
Transfers	<u>(162)</u>	Incremental Change in EHAP.
Reimbursements	<u>(150,267)</u>	Increase correlates to increase in salaries and benefits.
Total Appropriation Change	(5,889)	
Total Revenue Change	-	
Total Local Cost Change	(5,889)	
Total 2002-03 Appropriation	645,063	
Total 2002-03 Revenue	5,000	
Total 2002-03 Local Cost	640,063	
Total Base Budget Appropriation	639,174	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	634,174	

Board Approved Changes to Base Budget

Salaries and Benefits	16,310	Increase due to equity adjustment approved by the Board in January 2002 for Executive Secretary II and various step increases.
	(148,604)	Vacant positions slated for deletion-2.0 Building Construction Engineer II.
	<u>(132,294)</u>	
Services & Supplies	<u>(4,496)</u>	GASB 34 Accounting Change (EHAP).
Transfers	4,496	GASB 34 Accounting Change (EHAP).
	(1,902)	Decrease in PSG payroll charges.
	<u>2,594</u>	
Reimbursements	(19,408)	Increase due to MOU salary increases that are passed on to the various Capital Improvement Projects.
	148,604	Decrease related to deletion of 2.0 Building Construction Engineer II.
	<u>129,196</u>	
Total Appropriation	<u>(5,000)</u>	
Total Revenue	<u>(5,000)</u>	Decrease due to revenues that are now included in reimbursements.
Local Cost	<u>-</u>	

OVERVIEW OF BUDGET

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT
DIRECTOR: DAVE GIBSON

	2003-04			
	Appropriations	Revenue	Local Cost	Staffing
Administration	385,060	-	385,060	4.0
Custodial Division	3,161,526	1,706,888	1,454,638	47.5
Grounds Division	1,456,154	639,000	817,154	23.7
Home Repair Program	-	-	-	12.0
Maintenance Division	7,107,828	3,300,000	3,807,828	56.0
Utilities	15,730,303	-	15,730,303	-
Total	27,840,871	5,645,888	22,194,983	143.2

BUDGET UNIT: ADMINISTRATION (AAA FMD FMT)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance) and monitors San Bernardino County utilities budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	344,841	344,105	346,576	385,060
Total Revenue	349	-	284	-
Local Cost	344,492	344,105	346,292	385,060
Budgeted Staffing		4.0		4.0

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing changes include the reduction of 1.0 Staff Aide and the addition of 1.0 Staff Analyst II to monitor and maintain the new CAFM (Computer Aided Facilities Management) maintenance and inventory software. Also included is the conversion of an Executive Secretary III to an Executive Secretary II.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Facilities Management - Administration			ACTIVITY: Property Mgmt		
FUND: General AAA FMD FMT					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	341,870	335,825	352,579	7,641	360,220
Services and Supplies	4,706	8,280	(6,066)	30,213	24,147
Transfers	-	-	(89)	782	693
Total Appropriation	346,576	344,105	346,424	38,636	385,060
<u>Revenue</u>					
State Aid	284	-	-	-	-
Total Revenue	284	-	-	-	-
Local Cost	346,292	344,105	346,424	38,636	385,060
Budgeted Staffing		4.0	4.0	-	4.0

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	8,868	MOU.
	17,462	Retirement.
	424	Risk Management Workers' Comp.
	(10,000)	30% Cost Reduction Plan.
	<u>16,754</u>	
Services and Supplies	(13,605)	Risk Management Liabilities.
	(741)	30% Cost Reduction Plan.
	<u>(14,346)</u>	
Transfers	<u>(89)</u>	Incremental Change in EHAP.
Total Appropriation Change	2,319	
Total Revenue Change	-	
Total Local Cost Change	2,319	
Total 2002-03 Appropriation	344,105	
Total 2002-03 Revenue	-	
Total 2002-03 Local Cost	344,105	
Total Base Budget Appropriation	346,424	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	346,424	

Board Approved Changes to Base Budget

Salaries and Benefits	(5,228)	Net savings between addition of an Executive Secretary II and deletion of an Executive Secretary III.
	12,869	Net increase between addition of a Staff Analyst II and deletion of a Staff Aide.
	<u>7,641</u>	
Services and Supplies	30,995	Increase in appropriations to more accurately reflect administrative costs.
	(782)	GAST 34 Accounting Change (EHAP)
	<u>30,213</u>	
Transfers	<u>782</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>38,636</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>38,636</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: CUSTODIAL DIVISION (AAA FMD FMC)

I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county owned and some leased facilities through a combination of county employees and contract custodial service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	2,898,918	3,656,870	3,106,554	3,161,526
Total Revenue	1,366,533	1,962,190	1,573,048	1,706,888
Local Cost	1,532,385	1,694,680	1,533,506	1,454,638
Budgeted Staffing		63.0		47.5

Workload Indicators

Square Feet Maintained:

In-House	1,199,312	1,199,312	1,101,943	1,304,314
Contracted	851,906	851,906	950,044	837,843

Variance in 2002-03 is a result of vacant positions due to a high turnover rate that directly impacted revenues.

Workload indicators have changed slightly for the custodial division. Square footage maintained in house has increased mostly due to the addition of West Valley Juvenile Hall. The decrease in contracted custodial square footage is caused by a small portion of West Valley Juvenile Hall that was previously contracted out and is now maintained in house.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budget staffing changes include a total reduction of 15.5 positions. Two part time (1.0 budgeted staffing) Building Services Janitors and one Custodian I (1.0 budgeted staffing) were deleted in the Facilities Management Department 4% spend down plan. Two Custodian I positions (2.0 budgeted staffing) and one Supervising Custodian (1.0 budgeted staffing) were deleted as a portion of the 30% Cost Reduction Plan implemented. In addition to these position deletions, the department also deleted one Supervising Custodian (1.0 budgeted staffing), one Custodian I (1.0 budgeted staffing), and reduced funding to 73% of four Custodian I positions (1.1 budgeted staffing) due to a Risk Management Worker's Compensation Experience Modification charge. Per Board direction, 7.4 vacant budgeted Custodian I positions that were not in recruitment were deleted during budget adoption.

PROGRAM CHANGES

None.

GROUP: Internal Services DEPARTMENT: Facilities Management - Custodial FUND: General AAA FMD FMC			FUNCTION: General ACTIVITY: Property Mgmt		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,641,938	2,093,339	2,144,320	(204,082)	1,940,238
Services and Supplies	1,464,616	1,538,531	1,486,495	(276,129)	1,210,366
Equipment	-	25,000	-	-	-
Transfers	-	-	(611)	11,533	10,922
Total Appropriation	3,106,554	3,656,870	3,630,204	(468,678)	3,161,526
<u>Revenue</u>					
Fines & Forfeitures	82	-	-	-	-
Current Services	1,572,980	1,962,190	1,946,190	(239,302)	1,706,888
Other Revenue	(14)	-	-	-	-
Total Revenue	1,573,048	1,962,190	1,946,190	(239,302)	1,706,888
Local Cost	1,533,506	1,694,680	1,684,014	(229,376)	1,454,638
Budgeted Staffing		63.0	58.0	(10.5)	47.5

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(52,695)	4% Spend Down Plan - delete 1.0 Building Services Janitors and 1.0 Custodian I.
	52,283	MOU.
	89,174	Retirement.
	16,803	Risk Management Workers Comp.
	43,851	Full year funding for custodial positions at West Valley Juvenile Hall.
	(98,435)	30% Cost Reduction Plan - delete 2.0 Custodian I's and 1.0 Supervising Custodian.
	<u>50,981</u>	
Services and Supplies	(9,600)	4% Spend Down Plan.
	5,574	Risk Management Liabilities.
	(48,010)	30% Cost Reduction Plan.
	<u>(52,036)</u>	
Equipment	<u>(25,000)</u>	4% Spend Down Plan.
Transfers	<u>(611)</u>	Incremental Change in EHAP.
Revenue		
Current Services	<u>(16,000)</u>	4% Spend Down Plan.
Total Appropriation Change	(26,666)	
Total Revenue Change	(16,000)	
Total Local Cost Change	(10,666)	
Total 2002-03 Appropriation	3,656,870	
Total 2002-03 Revenue	1,962,190	
Total 2002-03 Local Cost	1,694,680	
Total Base Budget Appropriation	3,630,204	
Total Base Budget Revenue	1,946,190	
Total Base Budget Local Cost	1,684,014	

Board Approved Changes to Base Budget

Salaries & Benefits	99,803	Worker's Compensation - Experience Modification Charge.
	(108,721)	Delete 1.0 Supervising Custodian and 2.1 Custodian I.
	45,876	Miscellaneous step increases.
	(241,040)	Vacant positions deleted-7.4 Custodian I
	<u>(204,082)</u>	
Services & Supplies	(264,596)	Decrease due to less than anticipated expenditures in contract services.
	(11,533)	GASB 34 Accounting Change (EHAP).
	<u>(276,129)</u>	
Transfers	11,533	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(468,678)</u>	
Revenue		
Current Services	<u>(239,302)</u>	Anticipated reduction in services provided to departments.
Total Revenue	<u>(239,302)</u>	
Local Cost	<u>(229,376)</u>	

BUDGET UNIT: GROUNDS DIVISION (AAA FMD FMG)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	1,271,781	1,595,135	1,439,226	1,456,154
Total Revenue	716,904	753,370	906,693	639,000
Local Cost	554,877	841,765	532,533	817,154
Budgeted Staffing		28.0		23.7
<u>Workload Indicators</u>				
Acres Maintained	715	715	720	720

Variance in budget is a result of vacant positions and savings in services and supplies. Increase in revenue is a result of additional ground services provided at the Arrowhead Regional Medical Center and the old County Medical Center located on Gilbert Street in San Bernardino.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing reduction of 4.3 includes the deletion of 1.0 Supervising Grounds Caretaker as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. Additionally, the department has deleted 1.0 Grounds Caretaker II and reduced funding to 73% for a Grounds Caretaker I (0.3 budgeting staffing) to offset loss of revenue from the old County Medical Center site.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Facilities Management - Grounds			ACTIVITY: Property Mgmt		
FUND: General AAA FMD FMG					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	957,337	1,096,809	1,079,091	(29,057)	1,050,034
Services and Supplies	481,889	498,326	468,287	(67,916)	400,371
Central Computer	-	-	894	-	894
Transfers	-	-	(424)	5,279	4,855
Total Appropriation	1,439,226	1,595,135	1,547,848	(91,694)	1,456,154
<u>Revenue</u>					
Current Services	906,693	753,370	745,370	(106,370)	639,000
Total Revenue	906,693	753,370	745,370	(106,370)	639,000
Local Cost	532,533	841,765	802,478	14,676	817,154
Budgeted Staffing		28.0	25.0	(1.3)	23.7

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(40,727)	4% Spend Down Plan - delete 1.0 Supervising Grounds Caretaker.
	30,392	MOU.
	54,056	Retirement.
	9,655	Risk Management Workers' Comp.
	(71,094)	30% Cost Reduction Plan - delete 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I.
	<u>(17,718)</u>	
Services and Supplies	(7,922)	4% Spend Down Plan.
	1,047	Risk Management Liabilities.
	(23,164)	30% Cost Reduction Plan.
	<u>(30,039)</u>	
Central Computer	<u>894</u>	
Transfers	<u>(424)</u>	Incremental Change in EHAP.
Revenue		
Current Services	<u>(8,000)</u>	4% Spend Down Plan.
Total Appropriation Change	(47,287)	
Total Revenue Change	(8,000)	
Total Local Cost Change	(39,287)	
Total 2002-03 Appropriation	1,595,135	
Total 2002-03 Revenue	753,370	
Total 2002-03 Local Cost	841,765	
Total Base Budget Appropriation	1,547,848	
Total Base Budget Revenue	745,370	
Total Base Budget Local Cost	802,478	

Board Approved Changes to Base Budget

Salaries and Benefits	(50,007)	Delete 1.0 Grounds Caretaker II and 0.3 Grounds Caretaker I.
	20,950	Projected step increases.
	<u>(29,057)</u>	
Services and Supplies	(62,637)	Reduce budget for Tree Trimming and Grounds Maintenance Contractors to align with projected spending for next year.
	(5,279)	GASB 34 Accounting Change (EHAP).
	<u>(67,916)</u>	
Transfers	<u>5,279</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(91,694)</u>	
Revenue		
Current Services	(106,370)	Revenue Reduction primarily consists of loss of funding to maintain grounds at old County Medical Center site.
Total Revenue	<u>(106,370)</u>	
Local Cost	<u>14,676</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: HOME REPAIR (AAA FMH)

I. GENERAL PROGRAM STATEMENT

The Home Repair Program is a federally funded program that is administered by Facilities Management. The program does minor home repairs for candidates that meet age and income requirements. Economic and Community Development Department (ECD) reimburses the costs incurred by the program with federal funds.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	(114,236)	-	59,217	-
Local Cost	(114,236)	-	59,217	-
Budgeted Staffing		12.0		12.0
<u>Workload Indicators</u>				
Jobs Completed	320	320	309	341

Increase in actual 2002-03 expenses is a result of inventory process costs that were not reimbursed from Economic and Development funds.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing changes include deleting 1.0 Housing Repair Worker II and funding 1.0 Housing Repair Worker III position. The Housing Repair Worker II position is being phased out as positions are vacated. This phase out, which replaces Home Repair Worker II's with Home Repair Worker III's, is necessary to provide the program with positions that are more highly skilled in home repairs.

PROGRAM CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Home Repair
FUND: General AAA FMH

FUNCTION: General
ACTIVITY: Property Mgmt

	<u>2002-03 Actuals</u>	<u>2002-03 Approved Budget</u>	<u>2003-04 Board Approved Base Budget</u>	<u>2003-04 Board Approved Changes to Base Budget</u>	<u>2003-04 Final Budget</u>
<u>Appropriation</u>					
Salaries and Benefits	538,231	554,624	605,933	13,230	619,163
Services and Supplies	242,329	246,038	244,240	(1,361)	242,879
Transfers	-	-	(266)	2,346	2,080
Total Exp Authority	780,560	800,662	849,907	14,215	864,122
Reimbursements	(721,343)	(800,662)	(849,907)	(14,215)	(864,122)
Total Appropriation	59,217	-	-	-	-
Local Cost	59,217	-	-	-	-
Budgeted Staffing		12.0	12.0	-	12.0

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	16,269	MOU.
	29,597	Retirement.
	5,443	Risk Management Workers' Comp.
	<u>51,309</u>	
Services and Supplies	<u>(1,798)</u>	Risk Management Liabilities.
Transfers	<u>(266)</u>	Incremental Change in EHAP.
Reimbursements	<u>(49,245)</u>	Base year adjustments funded through ECD Home Repair Program.
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Total Appropriation Change	-	
Total Revenue Change	-	
Total Local Cost Change	-	
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Total 2002-03 Appropriation	-	
Total 2002-03 Revenue	-	
Total 2002-03 Local Cost	-	
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Total Base Budget Appropriation	-	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	-	

Board Approved Changes to Base Budget

Salaries and Benefits	3,467	Funding increase to fill Housing Repair Worker III position and delete Housing Repair Worker II position.
	9,763	Projected costs for step increases.
	<u>13,230</u>	
Services and Supplies	985	Increased appropriations to cover projected expenditures.
	<u>(2,346)</u>	GASB 34 Accounting Change (EHAP).
	<u>(1,361)</u>	
Transfers	<u>2,346</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>(14,215)</u>	Additional funding from ECD Home Repair Program to cover additional expenditures.
Total Appropriation	<u>-</u>	
Local Cost	<u>-</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: MAINTENANCE DIVISION (AAA FMD FMM)

I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	6,945,474	7,226,422	7,066,665	7,107,828
Total Revenue	<u>3,207,557</u>	<u>3,475,000</u>	<u>3,370,525</u>	<u>3,300,000</u>
Local Cost	3,737,917	3,751,422	3,696,140	3,807,828
Budgeted Staffing		61.0		56.0
<u>Workload Indicators</u>				
Square feet maintained	4,175,000	4,175,000	4,285,000	4,285,000
Maintenance trouble calls	11,037	12,000	10,645	10,500
Maintenance requisitions	1,020	1,200	815	800

Actual expenses were lower in 2002-03 due primarily to vacant positions, which also resulted in a reduction in revenues

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments as detailed changes)

STAFFING CHANGES

Budgeted staffing reductions include 5.0 positions. One General Maintenance Mechanic (1.0 budgeted staffing) and one General Maintenance Worker (1.0 budgeted staffing) were deleted in the Facilities Management Department 4% Spend Down plan. The department deleted one General Maintenance Mechanic (1.0 budgeted staffing) and reduced funding to 73% for one Electrician (.3 budgeted staffing) and one General Maintenance Mechanic (.3 budgeted staffing) in order to fund the increase in MOU, retirement, and Risk Management Workers Compensation costs. Per Board direction vacant budgeted 0.7 Electrician and 0.7 General Maintenance Mechanic positions that were not in recruitment were deleted during budget adoption.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Facilities Management - Maintenance			ACTIVITY: Property Mgmt		
FUND: General AAA FMD FMM					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	3,142,413	3,298,902	3,559,714	(109,116)	3,450,598
Services and Supplies	3,876,187	3,870,100	3,775,881	(150,528)	3,625,353
Central Computer	24,695	24,695	20,301	-	20,301
Transfers	<u>23,370</u>	<u>32,725</u>	<u>(760)</u>	<u>12,336</u>	<u>11,576</u>
Total Appropriation	7,066,665	7,226,422	7,355,136	(247,308)	7,107,828
<u>Revenue</u>					
Current Services	<u>3,370,525</u>	<u>3,475,000</u>	<u>3,405,000</u>	<u>(105,000)</u>	<u>3,300,000</u>
Total Revenue	3,370,525	3,475,000	3,405,000	(105,000)	3,300,000
Local Cost	3,696,140	3,751,422	3,950,136	(142,308)	3,807,828
Budgeted Staffing		61.0	59.0	(3.0)	56.0

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(86,841)	4% Spend Down Plan - delete 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker.
	88,779	MOU.
	166,393	Retirement.
	32,634	Risk Management Workers' Comp.
	59,847	Full year funding for maintenance staff at West Valley Juvenile Hall.
	<u>260,812</u>	
Services and Supplies	(103,770)	4% Spend Down Plan.
	14,351	Risk Management Liabilities.
	(4,800)	30% Cost Reduction Plan.
	<u>(94,219)</u>	
Central Computer	<u>(4,394)</u>	
Transfers	(32,724)	4% Spend Down Plan.
	(761)	Incremental Change in EHAP.
	<u>(33,485)</u>	
Revenue		
Current Services	<u>(70,000)</u>	4% Spend Down Plan.
Total Appropriation Change	128,714	
Total Revenue Change	(70,000)	
Total Local Cost Change	198,714	
Total 2002-03 Appropriation	7,226,422	
Total 2002-03 Revenue	3,475,000	
Total 2002-03 Local Cost	3,751,422	
Total Base Budget Appropriation	7,355,136	
Total Base Budget Revenue	3,405,000	
Total Base Budget Local Cost	3,950,136	

Board Approved Changes to Base Budget

Salaries and Benefits	(36,993)	Delete 1.0 General Maintenance Mechanic.
	(13,622)	Delete .3 Electrician.
	(14,857)	Delete .3 General Maintenance Mechanic.
	33,688	Projected costs for step increases.
	(147,699)	Vacant positions slated for deletion - .7 Electrician, .7 General Maintenance Mechanic, and 1.0 Maintenance Supervisor.
	70,367	Restoration of 1.0 Maintenance Supervisor.
	<u>(109,116)</u>	
Services and Supplies	(139,191)	Reduce Building Maintenance Budget to better reflect projected expenditures.
	(11,337)	GASB 34 Accounting Change (EHAP).
	<u>(150,528)</u>	
Transfers	999	Increase in services provided by county sign shop.
	11,337	GASB 34 Accounting Change (EHAP).
	<u>12,336</u>	
Total Appropriation	<u>(247,308)</u>	
Revenue		
Current Services	<u>(105,000)</u>	Revenue reduction budgeted to reflect projected revenues.
Total Revenue	<u>(105,000)</u>	
Local Cost	<u>(142,308)</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: UTILITIES (AAA UTL)

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	15,931,125	14,503,536	15,990,429	15,730,303
Total Revenue	167,073	-	-	-
Local Cost	15,764,052	14,503,536	15,990,429	15,730,303
<u>Workload Indicators</u>				
Electric	11,241,499	10,250,000	11,134,047	11,691,100
Gas	645,968	846,000	746,930	820,200
Water	1,559,515	1,270,000	1,469,687	1,515,884
Sewer	691,604	500,000	752,645	795,520
Disposal	970,482	879,000	887,670	899,700

Actual expenditures exceeded budget as a result of an increase in costs in electrical, disposal, and water/sewer rates that were partially offset by the electrical retrofit program.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

PROGRAM CHANGES

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of \$881,048 in this budget unit. County Schools will provide reimbursement to this budget unit of \$466,048 in 2003-04 for utility costs, and County Schools will pay for phone costs directly.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Utilities
FUND: General AAA UTL

FUNCTION: General
ACTIVITY: Property Mgmt

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Services and Supplies	15,520,429	14,053,536	16,161,351	(435,000)	15,726,351
Transfers	470,000	470,000	470,000	-	470,000
Total Exp Authority	15,990,429	14,523,536	16,631,351	(435,000)	16,196,351
Reimbursements	-	(20,000)	(20,000)	(446,048)	(466,048)
Total Appropriation	15,990,429	14,503,536	16,611,351	(881,048)	15,730,303
Local Cost	15,990,429	14,503,536	16,611,351	(881,048)	15,730,303

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget		
Services and Supplies	<u>2,107,815</u>	Other - increase in utility costs.
<hr/>		
Total Appropriation Change	2,107,815	
Total Revenue Change	-	
Total Local Cost Change	2,107,815	
<hr/>		
Total 2002-03 Appropriation	14,503,536	
Total 2002-03 Revenue	-	
Total 2002-03 Local Cost	14,503,536	
<hr/>		
Total Base Budget Appropriation	16,611,351	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	16,611,351	
<hr/>		
Board Approved Changes to Base Budget		
Services and Supplies	(20,000)	Adjusted due to reduction in reimbursements.
	(415,000)	Local cost transfer to Superintendent of Schools in budget (AAA SCL) for ISD telephone service charges.
	<u>(435,000)</u>	
Reimbursements	20,000	One time reimbursement for electrical usage at Ontario facility in 2002-03.
	(466,048)	Reimbursement from Superintendent of Schools budget (AAA SCL) for utilities.
	<u>(446,048)</u>	
Total Appropriation	<u>(881,048)</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>(881,048)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
DIRECTOR: ROGER WEAVER

	2003-04			
	Operating Expense	Financing Sources	Revenue Over/(Under)	Staffing
Garage	7,343,777	8,191,300	847,523	94.0
Motor Pool	8,415,009	11,265,463	2,850,454	4.0
Total	15,758,786	19,456,763	3,697,977	98.0

BUDGET UNIT: GARAGE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. All operational costs for these activities and programs of the Garage Division are financed through service rates charged to user departments.

The Garage budget unit is an Internal Services Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	12,965,388	12,996,138	13,314,103	7,343,777
Total Financing Sources	12,901,671	13,260,000	13,269,231	8,191,300
Revenue Over/(Under) Expense	(63,717)	263,862	(44,872)	847,523
Budgeted Staffing		103.3		94.0
Fixed Assets	235	324,300	22,790	170,000
Unrestricted Net Assets Available at Yr End	82,089		89,000	
<u>Workload Indicators</u>				
Number of Work Orders	19,960	20,700	16,245	17,000
Number of Billable Shop Hours	98,426	99,200	67,656	71,000
Warehouse Sales	1,305,748	1,464,000	1,072,776	1,000,000
Parts Sales	3,157,350	3,038,000	2,196,707	3,000,000
Fuel Gallons Dispensed	2,668,354	2,888,000	2,988,433	2,900,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has been reduced by a total of 9.3 positions. To appropriately align job functions by fund, 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) are transferred-in from the Motor Pool division (IBA VHS). This is offset by the elimination of 12.3 vacant positions (0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic I, 1.0 Motor Pool Assistant, 0.5 Public Service Employee, and 1.0 Operations Manager) as part of the department's 30% Cost Reduction Plan.

PROGRAM CHANGES

None.

FLEET MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	4,811,587	5,407,656	5,929,675	(68,633)	5,861,042
Services and Supplies	8,452,791	7,237,074	7,270,354	(1,263,068)	6,007,286
Central Computer	37,664	42,018	34,836	-	34,836
Transfers	236,823	59,390	58,143	273,067	331,210
Total Exp Authority	13,538,865	12,746,138	13,293,008	(1,058,634)	12,234,374
Reimbursements	(224,762)	-	-	(5,140,597)	(5,140,597)
Total Appropriation	13,314,103	12,746,138	13,293,008	(6,199,231)	7,093,777
Depreciation	-	250,000	250,000	-	250,000
Total Operating Exp	13,314,103	12,996,138	13,543,008	(6,199,231)	7,343,777
Revenue					
Use of Money & Prop	20,167	40,000	40,000	(20,000)	20,000
Current Services	13,246,985	13,220,000	13,220,000	(5,048,700)	8,171,300
Other Revenue	463	-	-	-	-
Total Revenue	13,267,615	13,260,000	13,260,000	(5,068,700)	8,191,300
Other Financing Sources	1,616	-	-	-	-
Total Financing Sources	13,269,231	13,260,000	13,260,000	(5,068,700)	8,191,300
Rev Over/(Under) Exp	(44,872)	263,862	(283,008)	1,130,531	847,523
Budgeted Staffing		103.3	103.3	(9.3)	94.0
Fixed Asset Exp.					
Equipment	22,402	316,300	316,300	(166,300)	150,000
Structures & Improv	388	-	-	20,000	20,000
Vehicles	-	8,000	8,000	(8,000)	-
Total Fixed Assets	22,790	324,300	324,300	(154,300)	170,000

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	165,757	MOU.
	307,051	Retirement.
	49,211	Risk Management Workers' Comp.
	522,019	
Services and Supplies	33,280	Rks Management Liabilities.
Central Computer	(7,182)	
Transfers	(1,247)	Incremental Change in EHAP.

Total Operating Expense Change	546,870
Total Financing Sources Change	-
Total Rev Over/(Under) Exp Change	546,870
Total 2002-03 Operating Expense	12,996,138
Total 2002-03 Financing Sources	13,260,000
Total 2002-03 Rev Over/(Under) Exp	263,862
Total Base Budget Operating Expense	13,543,008
Total Base Budget Financing Sources	13,260,000
Total Base Budget Rev Over/(Under) Exp	(283,008)

FLEET MANAGEMENT

Board Approved Changes to Base Budget

Salaries and Benefits	132,161	Transfer in 3.0 positions from Motor Pool - 1.0 Fiscal Clerk III and 2.0 Motor Pool Assistant.
	(492,191)	Step increases offset by the elimination of 12.3 positions - 0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic, 1.0 Motor Pool Assistant, 1.0 Operations Manager, 0.5 Public Service Employee.
	291,397	GASB 34 accounting change (departmental overhead).
	<u>(68,633)</u>	
Services and Supplies	(19,156)	GASB 34 accounting change (EHAP).
	(1,243,912)	The purchase of replacement vehicles in 2002-03 and 2003-04 will result in decreased costs for the purchase of parts.
	<u>(1,263,068)</u>	
Transfers	19,156	GASB 34 accounting change (EHAP).
	253,911	Barstow lease.
	<u>273,067</u>	
Total Exp Authority	<u>(1,058,634)</u>	
Reimbursements	(291,397)	GASB 34 accounting change (departmental overhead).
	(4,849,200)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(5,140,597)</u>	
Total Operating Expense	<u>(6,199,231)</u>	
Revenue		
Use of Money & Property	<u>(20,000)</u>	Interest
	(5,048,700)	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
Current Services		
Total Revenue	<u>(5,068,700)</u>	
Rev Over/(Under) Exp	<u>1,130,531</u>	
Total Fixed Assets	<u>(154,300)</u>	The department expects to purchase less equipment than budgeted in 2002-03.

FLEET MANAGEMENT

BUDGET UNIT: MOTOR POOL (IBA VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division provides for replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles. Motor Pool currently has ownership and responsibility for 1,892 automobiles, vans, pickup trucks, and various specialty vehicles assigned to county departments. All operational costs of the Motor Pool Division are financed through rental rates.

The Motor Pool budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	9,779,969	8,650,585	7,157,761	8,415,009
Total Financing Sources	11,061,452	10,992,000	11,484,082	11,265,463
Revenue Over/(Under) Expense	1,281,483	2,341,415	4,326,321	2,850,454
Budgeted Staffing		8.1		4.0
Fixed Assets	1,988,299	6,000,000	4,672,735	4,200,000
Unrestricted Net Assets Avail. at Yr. End	7,380,307		5,505,000	
<u>Workload Indicators</u>				
Vehicles owned by the Motor Pool	1,913	1,925	1,266	1,253
Vehicles owned by other departments			597	597
Total miles driven (all vehicles)	18,817,108	21,150,000	20,281,125	19,000,000

Workload indicators are changed to segregate fleet vehicles that are owned by the motor pool and those that are owned by other departments. The charge for monthly fixed cost is not assessed on vehicles owned by other departments because Fleet Management is not responsible for their eventual replacement.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has been reduced by 4.1 positions. To appropriately align job functions by fund, 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) are transferred to the Garage (ICB VHS). In addition, 1.0 vacant Public Service Employee and 0.1 Fiscal Clerk III are deleted as part of the department's 30% Cost Reduction Plan.

PROGRAM CHANGES

None.

FLEET MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Fleet Management - Motor Pool
FUND: Internal Services IBA VHS

FUNCTION: General
ACTIVITY: Central Motor Pool

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	551,928	675,301	703,435	(505,837)	197,598
Services and Supplies	6,602,842	5,204,508	5,107,005	(4,361,734)	745,271
Central Computer	2,991	4,482	2,440	-	2,440
Transfers	-	-	(179)	5,143,481	5,143,302
Total Exp Authority	7,157,761	5,884,291	5,812,701	275,910	6,088,611
Reimbursements	-	-	-	(300,000)	(300,000)
Total Appropriation	7,157,761	5,884,291	5,812,701	(24,090)	5,788,611
Depreciation	-	2,766,294	2,766,294	(139,896)	2,626,398
Total Operating Expense	7,157,761	8,650,585	8,578,995	(163,986)	8,415,009
Revenue					
Use of Money & Prop	260,431	165,000	165,000	-	165,000
Current Services	7,887,316	10,652,000	10,652,000	(2,352,935)	8,299,065
Other Revenue	3,150,330	-	-	2,626,398	2,626,398
Total Revenue	11,298,077	10,817,000	10,817,000	273,463	11,090,463
Other Financing Sources	186,005	175,000	175,000	-	175,000
Total Financing Sources	11,484,082	10,992,000	10,992,000	273,463	11,265,463
Rev Over/(Under) Exp	4,326,321	2,341,415	2,413,005	437,449	2,850,454
Budgeted Staff		8.1	8.1	(4.1)	4.0
Fixed Asset Exp.					
Vehicles	4,672,735	6,000,000	6,000,000	(1,800,000)	4,200,000
Total Fixed Assets	4,672,735	6,000,000	6,000,000	(1,800,000)	4,200,000

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	9,826	MOU.
	16,324	Retirement.
	1,984	Risk Management Workers' Comp.
	28,134	
Services and Supplies	(97,503)	Risk Management Liabilities.
Central Computer	(2,042)	
Transfers	(179)	Incremental Change in EHAP.
Total Operating Expense Change	(71,590)	
Total Financing Sources Change	-	
Total Rev Over/(Under) Exp Change	71,590	
Total 2002-03 Operating Expense	8,650,585	
Total 2002-03 Financing Sources	10,992,000	
Total 2002-03 Rev Over/(Under) Exp	2,341,415	
Total Base Budget Operating Expense	8,578,995	
Total Base Budget Financing Sources	10,992,000	
Total Base Budget Rev Over/(Under) Exp	2,413,005	

FLEET MANAGEMENT

Board Approved Changes to Base Budget

Salaries and Benefits	(214,440)	Step increases offset by 1.0 Fiscal Clerk and 2.0 Motor Pool Assistants transferred to the Garage (ICB VHS). Also, as part of the department's 30% Cost Reduction Plan, includes the deletion of 1.0 vacant Public Service Employee and 0.1 Fiscal Clerk III .
	<u>(291,397)</u>	GASB 34 accounting change (departmental overhead).
	<u>(505,837)</u>	
Services and Supplies	(1,583)	GASB 34 accounting change (EHAP).
	45,939	COWCAP
	<u>(4,406,090)</u>	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>(4,361,734)</u>	
Transfers	1,583	GASB 34 accounting change (EHAP).
	291,397	GASB 34 accounting change (Departmental overhead).
	4,850,501	GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance).
	<u>5,143,481</u>	
Total Exp Authority	<u>275,910</u>	
Reimbursement	<u>(300,000)</u>	Garage expenses.
Total Appropriation	<u>(24,090)</u>	
Depreciation	<u>(139,896)</u>	Auditor-Controller estimates.
Total Operating Expense	<u>(163,986)</u>	
Revenue		
Current Services	<u>(2,352,935)</u>	Reclassify revenue related to vehicle replacement.
Other Revenue	<u>2,626,398</u>	Reclassify revenue related to vehicle replacement.
Total Revenue	<u>273,463</u>	
Rev Over/(Under) Exp	<u>437,449</u>	
Total Fixed Assets	<u>(1,800,000)</u>	Decrease the number of vehicles to be purchased from 300 to 200.

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

	2003-04				
	Operating Exp/ <u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	Revenue Over/ <u>(Under) Exp</u>	<u>Staffing</u>
Purchasing	1,112,209	10,000	1,102,209		18.0
Central Stores	8,274,549	8,478,314		203,765	14.0
Mail/Courier Services	7,838,417	8,067,704		229,287	34.0
Printing Services	2,603,355	2,766,547		163,192	17.0
TOTAL	19,828,530	19,322,565	1,102,209	596,244	83.0

BUDGET UNIT: PURCHASING (AAA PUR)

I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services and Printing Services,) through its ISF Divisions. It also manages and arranges for the sale of county surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	1,139,471	1,140,594	1,087,823	1,112,209
Total Revenue	36,225	5,000	5,067	10,000
Local Cost	1,103,246	1,135,594	1,082,756	1,102,209
Budgeted Staffing		19.1		18.0
<u>Workload Indicators</u>				
Purchase Orders	1,852	2,300	1,766	1,725
Request For Payments	62,797	62,000	67,851	68,000
Requisitions	3,772	4,700	2,584	2,450
Blanket Purchase Orders	1,714	2,000	1,901	2,050
Request For Proposals	120	200	257	275

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing changes reflect the reduction of 0.8 Clerk III in the contracts unit as part of the 30% Cost Reduction Plan implemented and net reduction changes of 0.3 due to the conversion of 2.3 Buyer I's to 2.0 Buyer II's in the Purchasing Section.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Purchasing			ACTIVITY: Finance		
FUND: General AAA PUR					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,067,803	1,099,154	1,192,033	(4,401)	1,187,632
Services and Supplies	197,926	175,124	105,783	(13,258)	92,525
Central Computer	14,926	14,926	13,420	-	13,420
Other Charges	1,952	3,835	3,835	(2,838)	997
Equipment	28,366	57,765	2,165	3,618	5,783
Transfers	-	-	183	3,129	3,312
Total Exp Authority	1,310,973	1,350,804	1,317,419	(13,750)	1,303,669
Reimbursements	(223,150)	(210,210)	(210,210)	18,750	(191,460)
Total Appropriation	1,087,823	1,140,594	1,107,209	5,000	1,112,209
<u>Revenue</u>					
State Aid	195	-	-	-	-
Current Services	788	-	-	-	-
Other Revenue	4,084	5,000	5,000	5,000	10,000
Total Revenue	5,067	5,000	5,000	5,000	10,000
Local Cost	1,082,756	1,135,594	1,102,209	-	1,102,209
Budgeted Staffing		19.1	19.1	(1.1)	18.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	31,718	MOU.
	59,747	Retirement.
	1,414	Risk Management Workers' Comp.
	<u>92,879</u>	
Services and Supplies	(20,424)	4% Spend Down Plan.
	(50,000)	30% Cost Reduction Plan.
	1,083	Risk Management Liabilities.
	<u>(69,341)</u>	
Central Computer	<u>(1,506)</u>	
Equipment	(25,000)	4% Spend Down Plan.
	(30,600)	30% Cost Reduction Plan.
	<u>(55,600)</u>	
Transfers	<u>183</u>	Incremental Change in EHAP.
Total Appropriation Change	(33,385)	
Total Revenue Change	-	
Total Local Cost Change	(33,385)	
Total 2002-03 Appropriation	1,140,594	
Total 2002-03 Revenue	5,000	
Total 2002-03 Local Cost	1,135,594	
Total Base Budget Appropriation	1,107,209	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	1,102,209	

Board Approved Changes to Base Budget

Salaries and Benefits	(4,401)	Based on net reduction of 1.1 staffing involving deletion of 0.8 Clerk III, deletion of 2.3 Buyer I's and addition of 2.0 Buyer II's. This reduction is offset slightly by step increases.
Services and Supplies	(10,129)	Reduction in purchase of computers.
	(3,129)	GASB 34 Accounting Change (EHAP).
	<u>(13,258)</u>	
Other Charges	<u>(2,838)</u>	Interest reduction on completed lease.
Equipment	<u>3,618</u>	Second year of a five-year lease.
Transfers	<u>3,129</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>18,750</u>	Deletion of reimbursement for vehicle purchase.
Total Appropriation	<u>5,000</u>	
Revenue		
Other Revenue	<u>5,000</u>	Anticipated increase in surplus sales.
Total Revenue	<u>5,000</u>	
Local Cost	<u>-</u>	

PURCHASING

BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

The Purchasing – Mail/Courier Service budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	6,831,149	7,608,480	7,313,821	7,838,417
Total Revenue	6,893,169	7,900,000	7,419,258	8,067,704
Revenue Over/(Under)	62,020	291,520	105,437	229,287
Budgeted Staffing		35.0		34.0
Fixed Assets	27,721	54,196	11,248	56,843
Unrestricted Net Assets Available at Yr End	439,133		538,427	
Workload Indicators				
Interoffice Mail Pickup-Delivery	151,835	150,000	154,082	153,787
Inserting/Intel Insert	8,198,148	8,200,000	8,219,293	8,300,000
Folding/Tab-Label	12,133,771	13,000,000	11,746,024	13,200,000
Bus Rply/Postage Due	201,305	175,000	267,877	320,000
Mail Pieces Processed	14,106,854	14,300,000	14,427,444	14,500,000

Variance in operating expenses between budget and actual in 2002-03 is due primarily to savings in services and supplies. Significant variance in revenue between budget and actual in 2002-03 is a result of lower than anticipated services.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Per Board direction a vacant 1.0 Mail Clerk II budgeted position that was not in recruitment was deleted during budget adoption.

PROGRAM CHANGES

None.

GROUP: Internal Services DEPARTMENT: Central Mail Services FUND: Internal Services IAY PUR			FUNCTION: General ACTIVITY: Mail & Courier Svcs		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	1,127,086	1,096,000	1,196,730	61,033	1,257,763
Services and Supplies	6,136,710	6,416,552	6,417,329	52,843	6,470,172
Central Computer	5,299	5,509	2,278	-	2,278
Other Charges	1,897	30,340	30,340	(12,599)	17,741
Transfers	42,829	49,079	48,501	2,962	51,463
Total Appropriation	7,313,821	7,597,480	7,695,178	104,239	7,799,417
Depreciation	-	11,000	11,000	28,000	39,000
Total Operating Expense	7,313,821	7,608,480	7,706,178	132,239	7,838,417
Revenue					
Current Services	7,190,264	7,600,000	7,697,698	70,006	7,767,704
Other Revenue	228,994	300,000	300,000	-	300,000
Total Revenue	7,419,258	7,900,000	7,997,698	70,006	8,067,704
Revenue Over/(Under) Exp.	105,437	291,520	291,520	(62,233)	229,287
Budgeted Staffing		35.0	35.0	(1.0)	34.0
Fixed Asset Exp.					
Vehicle	-	20,000	20,000	(20,000)	-
Lease	11,248	34,196	34,196	22,647	56,843
Total Fixed Assets	11,248	54,196	54,196	2,647	56,843

PURCHASING

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	36,459	MOU.
	63,237	Retirement.
	1,034	Risk Management Workers' Comp.
	<u>100,730</u>	
Services and Supplies	<u>777</u>	Risk Management Liabilities.
Central Computer	<u>(3,231)</u>	
Transfers	<u>(578)</u>	Incremental Change in EHAP.
Revenue		
Current Services	<u>97,698</u>	Increase anticipated from Board approved mail rates.
Total Operating Expense	97,698	
Total Revenue Change	97,698	
Total Revenue Over/(Under) Exp	-	
Total 2002-03 Operating Expense	7,608,480	
Total 2002-03 Revenue	7,900,000	
Total 2002-03 Rev Over/(Under) Exp	291,520	
Total Base Budget Operating Expense	7,706,178	
Total Base Budget Revenue	7,997,698	
Total Base Rev Over/(Under) Exp	291,520	

Board Approved Changes to Base Budget

Salaries and Benefits	86,941	Additional increase due to salary step increases.
	6,388	Workers Comp. Experience Modification.
	<u>(32,296)</u>	Deletion of a vacant 1.0 Mail Clerk II.
	<u>61,033</u>	
Services and Supplies	59,489	Increase is primarily due to a substantial increase in COWCAP charges.
	<u>(6,646)</u>	GASB 34 Accounting Change (EHAP).
	<u>52,843</u>	
Other Charges	<u>(12,599)</u>	There is an anticipated net decrease in Interest expense.
Transfers	2,566	Increase in administration (AAA PUR) reimbursement.
	6,646	GASB 34 Accounting Change (EHAP).
	<u>(6,250)</u>	Delete proportional share of vehicle purchase.
	<u>2,962</u>	
Depreciation	<u>28,000</u>	Increase due to depreciation on new equipment.
Total Operating Expense	<u>132,239</u>	
Revenue		
Current Services	70,006	Total anticipated increase from Board approved mail rates is \$200,000 with \$97,698 applied to offset base year adjustment costs. Mail rates were last adjusted five years ago.
Total Revenue	<u>70,006</u>	
Total Rev Over/(Under) Exp	<u>(62,233)</u>	
Fixed Asset Exp		
Vehicles	<u>(20,000)</u>	No anticipated expense.
Lease	22,647	Increase due to lease-purchase of two replacement non-intelligent inserters with six stations at a cost of \$140,000. This equipment is required for the day-to-day handling of the mail products and is a 5-year lease-purchase.
Total Fixed Assets	<u>2,647</u>	

PURCHASING

BUDGET UNIT: PRINTING SERVICES (IAG PUR)

I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. All operational costs of this program are distributed to user departments through overhead rates.

The Purchasing – Printing Services budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	2,615,521	2,666,312	2,535,869	2,603,355
Total Revenue	2,557,341	2,800,000	2,392,449	2,766,547
Total Revenue Over/(Under) Exp	(58,180)	133,688	(143,420)	163,192
Budgeted Staffing		18.0		17.0
Fixed Assets	143,700	81,887	46,229	208,179
Unrestricted Net Assets Available at Yr End	726,848		441,388	
Workload Indicators				
Printed Pages - Units	75,713,806	80,000,000	64,834,009	63,500,000
Graphic Arts - Hrs. Billed	3,245	4,000	2,960	2,800

Actual expenses were lower in 2002-03 as a result of vacant positions and savings in other operating costs. Significant variance in revenue between actual and budget is due to a decrease in anticipated services.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Per Board direction, a vacant 1.0 Graphics Technician budgeted position that was not in recruitment was deleted during budget adoption.

PROGRAM CHANGES

None.

GROUP: Internal Services DEPARTMENT: Printing Services FUND: Internal Services IAG PUR			FUNCTION: General ACTIVITY: Printing		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	703,959	754,330	829,724	(20,710)	809,014
Services and Supplies	1,829,017	1,773,506	1,774,210	(138,423)	1,635,787
Central Computer	3,633	3,633	4,844	-	4,844
Other Charges	7,618	5,951	5,951	(4,872)	1,079
Transfers	34,300	40,550	40,153	(2,732)	37,421
Total Exp Authority	2,578,527	2,577,970	2,654,882	(166,737)	2,488,145
Reimbursements	(42,658)	(42,658)	(42,658)	(5,132)	(47,790)
Total Appropriation	2,535,869	2,535,312	2,612,224	(171,869)	2,440,355
Depreciation	-	131,000	131,000	32,000	163,000
Total Operating Expense	2,535,869	2,666,312	2,743,224	(139,869)	2,603,355
Revenue					
Current Services	2,385,669	2,800,000	2,876,912	(110,365)	2,766,547
Other Revenue	6,780	-	-	-	-
Total Revenue	2,392,449	2,800,000	2,876,912	(110,365)	2,766,547
Revenue Over/(Under) Exp.	(143,420)	133,688	133,688	29,504	163,192
Budgeted Staffing		18.0	18.0	(1.0)	17.0
Fixed Asset Exp.					
Equipment	1,008	35,000	35,000	125,000	160,000
Lease	45,221	46,887	46,887	1,292	48,179
Total Fixed Assets	46,229	81,887	81,887	126,292	208,179

PURCHASING

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	23,611	MOU.
	42,926	Retirement.
	8,857	Risk Management Workers Comp.
	<u>75,394</u>	
Services and Supplies	<u>704</u>	Risk Management Liabilities.
Central Computer	<u>1,211</u>	
Transfers	<u>(397)</u>	Incremental Change in EHAP.
Revenue		
Current Services	<u>76,912</u>	Increase in printing services.
Total Operating Expense	76,912	
Total Revenue Change	76,912	
Total Revenue Over/(Under) Exp	-	
Total 2002-03 Operating Expense	2,666,312	
Total 2002-03 Revenue	2,800,000	
Total 2002-03 Rev Over/(Under) Exp	133,688	
Total Base Budget Operating Expense	2,743,224	
Total Base Budget Revenue	2,876,912	
Total Base Rev Over/(Under) Exp	133,688	

Board Approved Changes to Base Budget

Salaries and Benefits	17,743	Additional increase due to step increases.
	(38,453)	Deletion of a vacant 1.0 Graphics Technician.
	<u>(20,710)</u>	
Services and Supplies	(134,905)	Decrease due to anticipated spenddown of county departments.
	(3,518)	GASB 34 Accounting Change (EHAP).
	<u>(138,423)</u>	
Other Charges	<u>(4,872)</u>	Due to less interest due on current lease/purchases.
Transfers	3,518	GASB 34 Accounting Change (EHAP) placing expense in this category.
	(6,250)	Delete proportional share of vehicle purchase.
	<u>(2,732)</u>	
Total Exp Authority	<u>(166,737)</u>	
Reimbursements	<u>(5,132)</u>	Anticipated increase from Central Mail and Central Stores.
Depreciation	<u>32,000</u>	Additional depreciation due for anticipated purchase of equipment.
Total Operating Exp	<u>(139,869)</u>	
Revenue		
Current Services	(110,365)	Net decrease anticipated in revenue.
Total Revenue	<u>(110,365)</u>	
Rev Over/(Under) Exp	<u>29,504</u>	
Fixed Asset Exp		
Equipment	125,000	Net increase in capital equipment due to the purchase of a CTP (Computer to Plate) system at a cost of \$160,000. This purchase will save county departments a minimum of \$21.00 per order as it will enable Graphic Arts to go from designing on a computer to outputting a plate for the job to be printed.
Lease	<u>1,292</u>	Net increase in principal due on current lease/purchases.
Total Fixed Assets	<u>126,292</u>	

PURCHASING

BUDGET UNIT: CENTRAL STORES (IAV PUR)

I. GENERAL PROGRAM STATEMENT

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Central Stores budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Operating Expense	8,885,275	8,451,223	8,605,651	8,274,549
Total Revenue	9,127,369	9,115,000	8,549,982	8,478,314
Total Revenue Over/(Under) Exp	242,094	663,777	(55,669)	203,765
Budgeted Staffing		15.0		14.0
Fixed Assets	30,000	35,000	23,174	35,000
Unrestricted Net Assets Available at Yr End	477,471		200,663	
<u>Workload Indicators</u>				
Work Orders	42,510	40,000	34,360	34,000
Whse/Store Sales (\$)	9,112,955	9,100,000	8,520,316	8,250,000

The operating expense variance between budget to actual for 2002-03 is due to additional expenses in services and supplies. Significant variance in revenue between budget to actual is due to a decrease in anticipated services.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Per Board direction, a vacant 1.0 Clerk II budgeted position that was not in recruitment was deleted during budget adoption.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Central Stores			ACTIVITY: Central Stores		
FUND: Internal Services IAV PUR					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	536,255	558,759	610,770	(3,916)	606,854
Services and Supplies	7,971,398	7,788,216	7,825,755	(262,650)	7,563,105
Central Computer	11,009	11,009	12,435	-	12,435
Transfers	86,989	93,239	92,908	(753)	92,155
Total Operating Expense	8,605,651	8,451,223	8,541,868	(267,319)	8,274,549
<u>Revenue</u>					
Current Services	8,538,695	9,115,000	9,205,645	(727,331)	8,478,314
Other Revenue	11,287	-	-	-	-
Total Revenue	8,549,982	9,115,000	9,205,645	(727,331)	8,478,314
Revenue Over/(Under) Exp.	(55,669)	663,777	663,777	(460,012)	203,765
Budgeted Staffing		15.0	15.0	(1.0)	14.0
<u>Fixed Asset Exp.</u>					
Equipment	23,174	35,000	35,000	-	35,000
Total Fixed Assets	23,174	35,000	35,000	-	35,000

PURCHASING

Total Changes Included in Board Approved Base Budget		
Salaries and Benefits	17,688	MOU.
	31,426	Retirement.
	2,897	Risk Management Workers' Comp.
	<u>52,011</u>	
Services and Supplies	<u>37,539</u>	Risk Management Liabilities.
Central Computer	<u>1,426</u>	
Transfers	<u>(331)</u>	Incremental Change in EHAP.
Revenue		
Current Services	<u>90,645</u>	Increase in Central Stores orders.
Total Operating Expense	90,645	
Total Revenue Change	90,645	
Total Revenue Over/(Under) Expense	-	
Total 2002-03 Operating Expense	8,451,223	
Total 2002-03 Revenue	9,115,000	
Total Revenue Over/(Under) Expense	663,777	
Total Base Budget Operating Exp.	8,541,868	
Total Base Budget Revenue	9,205,645	
Total Base Revenue Over/(Under) Exp	663,777	

Board Approved Changes to Base Budget		
Salaries and Benefits	27,770	Additional increase due to anticipated step increases.
	(31,686)	Deletion of a vacant 1.0 Clerk II.
	<u>(3,916)</u>	
Services and Supplies	(259,718)	It is expected that with the county spenddown, this category will decrease accordingly.
	(2,932)	GASB 34 Accounting Change (EHAP).
	<u>(262,650)</u>	
Transfers	2,565	Increase in admin. fees.
	2,932	GASB 34 Accounting Change (EHAP) placing this expense in this category.
	(6,250)	Delete proportional share of vehicle purchase.
	<u>(753)</u>	
Total Operating Expense	<u>(267,319)</u>	
Revenue		
Current Services	<u>(727,331)</u>	Anticipated decrease in Central Store orders.
Total Revenue	<u>(727,331)</u>	
Rev Over/(Under) Exp	<u>(460,012)</u>	

REAL ESTATE SERVICES

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
DIRECTOR: DAVID H. SLAUGHTER

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,142,465	1,547,050	595,415		24.0
Rents And Leases	571,138	323,000	248,138		-
Chino Agric Preserve	3,922,290	862,498		3,059,792	-
TOTAL	6,635,893	2,732,548	843,553	3,059,792	24.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	1,358,494	2,263,523	1,786,994	2,142,465
Total Revenue	946,310	1,546,921	1,340,666	1,547,050
Local Cost	412,184	716,602	446,328	595,415
Budgeted Staffing		28.0		24.0
<u>Workload Indicators</u>				
Total hours billed	48,853	44,000		
Number of leases	216	230		
Appraisals / Aquisitions (hours)			13,769	15,500
Property Management (hours)			13,144	13,300

Workload indicators are revised to more accurately reflect the level of professional services provided. The number of leases managed are now included as a workload indicator in the Rents budget (AAA RNT).

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has decreased a total of 4.0 positions. Two Real Property Agent IIs were included in the department's 30% Cost Reduction Plan that was implemented. Per Board direction, the vacant 1.0 Clerk III and 1.0 Real Property Agent II positions that were not in recruitment were deleted during budget adoption.

PROGRAM CHANGES

None.

REAL ESTATE SERVICES

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Mgmt

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	1,601,911	1,922,691	1,934,419	(75,842)	1,858,577
Services and Supplies	152,964	303,670	230,167	16,585	246,752
Central Computer	17,162	17,162	12,831	-	12,831
Transfers	14,957	20,000	20,000	4,305	24,305
Total Exp Authority	1,786,994	2,263,523	2,197,417	(54,952)	2,142,465
Reimbursements	-	-	-	-	-
Total Appropriation	1,786,994	2,263,523	2,197,417	(54,952)	2,142,465
Revenue					
Use of Money & Prop	49,095	-	-	46,000	46,000
State Aid	1,731	-	-	-	-
Current Services	1,289,840	1,546,921	1,506,721	(5,671)	1,501,050
Total Revenue	1,340,666	1,546,921	1,506,721	40,329	1,547,050
Local Cost	446,328	716,602	690,696	(95,281)	595,415
Budgeted Staffing		28.0	26.0	(2.0)	24.0

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	49,151	MOU.
	91,318	Retirement.
	22,559	Risk Management Workers' Comp.
	(151,300)	30% Cost Reduction Plan - delete 2.0 Real Property Agent II.
	11,728	
Services and Supplies	(28,664)	4% Spend Down Plan.
	(44,611)	Risk Management Liabilities.
	(228)	EHAP.
	(73,503)	
Central Computer	(4,331)	
Revenue		
Current Services	(40,200)	30% Cost Reduction Plan.
Total Appropriation Change	(66,106)	
Total Revenue Change	(40,200)	
Total Local Cost Change	(25,906)	
Total 2002-03 Appropriation	2,263,523	
Total 2002-03 Revenue	1,546,921	
Total 2002-03 Local Cost	716,602	
Total Base Budget Appropriation	2,197,417	
Total Base Budget Revenue	1,506,721	
Total Base Budget Local Cost	690,696	

REAL ESTATE SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	45,889	Step increases.
	<u>(121,731)</u>	Delete 2.0 vacant positions--1.0 Clerk III and 1.0 Real Property Agent II
	<u>(75,842)</u>	
Services and Supplies	(5,082)	GASB 34 accounting change (EHAP).
	<u>21,667</u>	Adjustments for expected cost increases.
	<u>16,585</u>	
Transfers	5,082	GASB 34 accounting change (EHAP).
	<u>(777)</u>	Changes for personnel and payroll services.
	<u>4,305</u>	
Total Appropriation	<u>(54,952)</u>	
Revenue		
Use of Money & Prop	<u>46,000</u>	Vending machines and concessions.
Current Services	20,779	Increase to reflect increased staffing costs.
	<u>(26,450)</u>	Delete 2.0 vacant positions--1.0 Clerk III and 1.0 Real Property Agent II
	<u>(5,671)</u>	
Total Revenue	<u>40,329</u>	
Local Cost	<u>(95,281)</u>	

REAL ESTATE SERVICES

BUDGET UNIT: RENTS (AAA RNT)

I. GENERAL PROGRAM STATEMENT

The Rents budget funds the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	1,074,021	1,053,739	953,701	571,138
Total Revenue	420,537	341,241	324,977	323,000
Local Cost	653,484	712,498	628,724	248,138
<u>Workload Indicators</u>				
Number of leases	216	230	292	256
Square feet of leased space managed			2,228,848	2,274,700

A new workload indicator, square feet of leased space managed, is added to provide additional information regarding the county's leasing activities.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

PROGRAM CHANGES

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of \$464,360 in this budget unit.

GROUP: Internal Services DEPARTMENT: Real Estate Services - Rents and Leases FUND: General AAA RNT			FUNCTION: General ACTIVITY: Property Mgmt		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Services and Supplies	28,760,194	31,752,100	31,752,100	2,882,916	34,635,016
Other Charges	-	3,000	3,000	(3,000)	-
Total Exp Authority	28,760,194	31,755,100	31,755,100	2,879,916	34,635,016
Reimbursements	(27,806,493)	(30,701,361)	(30,701,361)	(3,362,517)	(34,063,878)
Total Appropriation	953,701	1,053,739	1,053,739	(482,601)	571,138
<u>Revenue</u>					
Use of Money & Prop	324,977	341,241	341,241	(18,241)	323,000
Total Revenue	324,977	341,241	341,241	(18,241)	323,000
Local Cost	628,724	712,498	712,498	(464,360)	248,138

Board Approved Changes to Base Budget		
Services and Supplies	3,347,276	Increased expenditures for additional leased space and annual increases.
	(464,360)	Transfer appropriation to AAA SCS.
	2,882,916	
Other Charges	(3,000)	
Total Exp Authority	2,879,916	
Reimbursements	(3,362,517)	Increased reimbursements due to additional leased space and annual increases.
Total Appropriation	(482,601)	
Revenue		
Use of Money & Prop	(18,241)	Decrease lease revenue from various school districts.
Local Cost	(464,360)	

REAL ESTATE SERVICES

BUDGET UNIT: CHINO AGRICULTURAL PRESERVE (SIF INQ)

I. GENERAL PROGRAM STATEMENT

The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The county contracts with the Southern California Agricultural Land Foundation (SCALF) to negotiate and manage leases, prepare conservation easements, manage properties acquired and recommend future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhance their operating efficiency or alter them to enhance lease potential and/or comply with lease requirements. Appropriations in this budget unit include a payment to SCALF for the management of the program and payment to vendors. The county receives revenues from the lease of acquired properties. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	404,349	3,448,142	513,040	3,922,290
Total Revenue	976,180	841,691	963,969	862,498
Fund Balance		2,606,451		3,059,792

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual requirements in this fund are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

PROGRAM CHANGES

None.

GROUP: Internal Services DEPARTMENT: Real Estate Services - Chino Agricultural Preserve FUND: Special Revenue SIF INQ			FUNCTION: Public Ways & Fac ACTIVITY: Public Works		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Services and Supplies	476,118	362,110	362,110	27,890	390,000
Other Charges	36,922	28,000	28,000	3,000	31,000
Contingencies	-	3,058,032	3,058,032	443,258	3,501,290
Total Appropriation	513,040	3,448,142	3,448,142	474,148	3,922,290
<u>Revenue</u>					
Use of Money & Prop	962,687	841,691	841,691	20,807	862,498
State, Fed, of Gov't Aid	1,282	-	-	-	-
Total Revenue	963,969	841,691	841,691	20,807	862,498
Fund Balance		2,606,451	2,606,451	453,341	3,059,792

Board Approved Changes to Base Budget		
Services and Supplies	27,890	Funding for mandated Water Quality Control Board (WQCB) studies.
Other charges	3,000	Increased taxes and assessments on real property.
Contingencies	431,691	Contingency for purchase of property
	11,567	Adjustment for fund balance.
	443,258	
Total Appropriation	474,148	
Revenue		
Use of Money and Property	20,807	Annual increase for lease contracts.
Total Revenue	20,807	
Fund Balance	453,341	